



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

PROCUREMENT ANALYST
Exam No. 3114

WHEN TO APPLY: From: May 4, 2023

APPLICATION FEE: \$61.00

To: May 24, 2023

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Procurement Analysts, under supervision, with some latitude for independent initiative and decision-making, assist procurement personnel in purchasing goods, services, construction and/or construction-related services, and/or in processing procurement documents and contracts; confer with, advise and assist operational, technical and professional staff in the procurement process and manage contracts for services as assigned. All Procurement Analysts perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is \$41,395 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

You will not receive credit for education which you obtain after June 30, 2023 or experience which you obtain after the end of the Application Period (May 24, 2023).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university; **or**
2. An associate degree or completion of 60 semester credits from an accredited college or university, **and** 12 months of satisfactory, full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; **or**
3. A four-year high school diploma or its educational equivalent **and** two years of satisfactory full-time professional experience as described in "2" above; **or**
4. A combination of education and/or experience equivalent to "1", "2" or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college or university for 6 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent.

Procurement involves the purchasing of goods, services, construction or construction-related services. "Procurement experience" includes preparing documentation for solicitations; checking specifications for adequacy; analyzing bids and proposals for fair and reasonable pricing and/or responsiveness; and assessing whether bidders are responsible.

"Contract management/negotiation experience" includes ensuring contract compliance through the analysis of documents; preparing, reviewing and modifying contract specifications; and making funding recommendations on existing contracts.

"Professional experience" in the procurement of goods, services, construction and construction-related services or contract management/negotiation does not include experience which consists primarily of basic clerical duties or tasks such as filing, typing and data entry, answering the telephone, sorting, and copying materials.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

“Administrative experience” in contract management must include the authority to make critical decisions about matters of significance.

“Technical experience” in contract management includes monitoring the operation of funded programs to ensure contract compliance and participating in the investigation of bidders and prospective contractors.

In order for experience in a job to be acceptable, you must have dedicated at least 60% of your time performing duties which involved the procurement of goods or services or the negotiation or management of contracts.

The education requirement must be met by June 30, 2023. The experience requirement must be met by the last day of the Application Period (May 24, 2023).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required *only* if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (May 24, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (May 24, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2023 or experience which you obtain after the end of the Application Period (May 24, 2023).

Residency Requirement Advisory:

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites. The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (May 24, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (May 24, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

- 3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (May 24, 2023).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

| If you have satisfactory full-time professional procurement experience in U.S. Government service (City, State, Federal) for: | You will receive up to: |
|--|--------------------------------|
| At least 3 months but less than 6 months | 2.5 points |
| At least 6 months but less than 9 months | 5 points |
| At least 9 months but less than 12 months | 7.5 points |
| At least 12 months but less than 15 months | 10 points |
| At least 15 months but less than 18 months | 12.5 points |
| At least 18 months but less than 21 months | 15 points |
| At least 21 months but less than 24 months | 17.5 points |
| At least 24 months but less than 27 months | 20 points |

| | |
|--|-------------|
| At least 27 months but less than 30 months | 22.5 points |
| At least 30 months but less than 33 months | 25 points |
| At least 33 months but less than 36 months | 27.5 points |
| 36 or more months | 30 points |

If you have satisfactory full-time professional procurement experience in non-U.S. Government service for: **You will receive up to:**

| | |
|--|--------------|
| At least 3 months but less than 6 months | 1.25 points |
| At least 6 months but less than 9 months | 2.5 points |
| At least 9 months but less than 12 months | 3.75 points |
| At least 12 months but less than 15 months | 5 points |
| At least 15 months but less than 18 months | 6.25 points |
| At least 18 months but less than 21 months | 7.5 points |
| At least 21 months but less than 24 months | 8.75 points |
| At least 24 months but less than 27 months | 10 points |
| At least 27 months but less than 30 months | 11.25 points |
| At least 30 months but less than 33 months | 12.5 points |
| At least 33 months but less than 36 months | 13.75 points |
| 36 or more months | 15 points |

For possession of the following currently maintained professional procurement certifications: **You will receive:**

| | |
|---|-----------|
| Certified Professional Public Buyer (CPPB) | 5 points |
| Certified Public Procurement Officer (CPPO) | 10 points |
| Certified Purchasing Manager (CPM) | 10 points |
| Certified Procurement Professional (NIGP-CPP) | 10 points |

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

Experience used to meet the minimum requirements cannot be used to gain additional credit.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2023 or experience which you obtain after the end of the Application Period.

You have until midnight Eastern time on the last day of the Application Period (May 24, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (May 24, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Education must be obtained by **June 30, 2023**. Experience and professional procurement certifications must be obtained by **the last day of the Application Period (May 24, 2023)**.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

ADDITIONAL INFORMATION:

Selective Certification for Certification and/or Special Experience:

If you have the certification and/or experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring a certification and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification and/or experience. If you wish to apply for Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your certification(s) and/or experience will be checked by the appointing agency at the time of appointment.**

1. **Selective Certification for Positions Requiring Specialized Procurement Analyst Experience (SAP):** At least one (1) year of full-time satisfactory experience in the procurement of transportation specific commodity groups, such as construction materials for roads, bridges, buildings, signs and markings materials, street lighting and signals, safety-specific materials and equipment relating to work-zone safety in the transportation industry, and familiarity with capital construction and engineering consultant services and PESH, COSH, and OSHA Regulations concerning safety standards; ability to review specifications of transportation contracts, basic knowledge of transportation procurement methodologies, and proficiency in their use.
2. **Selective Certification for Positions Requiring Information Technology Applications Experience (ITE):** At least six (6) months of full-time satisfactory experience utilizing one or more of the following information technology applications: Financial Accounting Management Information System ("FAMIS"), Contract Tracking Systems ("CTS") and/or Galaxy to process procurement documents and contracts.
3. **Selective Certification for Positions Requiring Educational Environment Experience (EDE):** At least one (1) year of full-time satisfactory experience working in an educational environment to process procurement documents and contracts.
4. **Selective Certification for Positions Requiring Information Technology Procurement Experience (TPE):** At least one (1) year of full-time satisfactory experience processing Information Technology procurement documents and contracts including but not limited to hardware, software and IT services.

5. **Selective Certification for Positions Requiring Information Technology Applications Experience (TEC) (Citywide Systems):** At least six (6) months of full-time satisfactory experience utilizing one or more of the following information technology applications: Financial Management System ("FMS"), PASSPort and/or Automated Procurement Tracking ("APT") and/or NYC Comptroller's Omnibus Automated Image Storage and Information System ("OASIS"), to process procurement documents and contracts.
6. **Selective Certification for Positions Requiring Energy Management (Foundational) (EMF):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE").
7. **Selective Certification for Positions Requiring Energy Management (Extensive) (EMX):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid certifications from AEE: Certified Energy Auditor ("CEA"), Certified Building Commissioning Professional ("CBCP"), or Certified Measurement and Verification Professional ("CMVP").
8. **Selective Certification for Positions Requiring Energy Auditing (ENA):** Possession of at least one of the following valid certifications: Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE"), Certified Energy Auditor ("CEA") certification from AEE, High-Performance Building Design Professional ("HBDP") certification from the American Society of Heating, Refrigerating and Air Conditioning Engineers ("ASHRAE"), Building Energy Assessment Professional ("BEAP") certification from ASHRAE, or Multi-Family Building Analyst ("MFBA") certification from the Building Performance Institute ("BPI").
9. **Selective Certification for Positions Requiring Building Commissioning (BDC):** Possession of at least one of the following valid certifications: Existing Building Commissioning Professional ("EBCP") certification from the Association of Energy Engineers ("AEE"), Certified Building Commissioning Professional ("CBCP") certification from AEE, or Certified Commissioning Authority ("CxA") certification from AABC Commissioning Group ("ACG").
10. **Selective Certification for Positions Requiring Sustainability (SUS):** Possession of at least one of the following valid credentials: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD +C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure.
11. **Selective Certification for Positions Requiring Energy Management (Foundational) and Sustainability (EFS):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid credentials: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure ("ISI").
12. **Selective Certification for Positions Requiring Greenhouse Gas Emissions Analysis Experience (GHG):** At least one (1) year of full-time satisfactory experience conducting analysis, inventories, and/or verification of greenhouse gas emissions.
13. **Selective Certification for Positions Requiring New York City Financial Management System (FMG), PASSPort and/or Automated Procurement Tracking (APT) Experience (FME):** At least one (1) year of full-time satisfactory experience utilizing the New York City Financial Management System ("FMS"), PASSPort and/or Automated Procurement Tracking ("APT") for tasks including but not limited to the accounting of City funds; administering budgets and revenues; processing contracts, procurements and/or payments; submitting claims for reimbursement; and/or auditing.
14. **Selective Certification for Positions Requiring an Incident Command System Certificate (ICS):** Possession of a valid Incident Command System ("ICS") certification such as FEMA's Professional Development Series certificate or a FEMA-IS-100.c: An Introduction to the Incident Command System, FEMA-IS-200.c: Basic Incident Command System for Initial Response, FEMA-IS-700.b: An Introduction to the National Incident Management System (NIMS), or FEMA-IS-800.d: An Introduction to the National Response Framework certificate.
15. **Selective Certification for Positions Requiring Municipal Government Experience (MGE):** At least one (1) year of full-time satisfactory experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
16. **Selective Certification for Positions Requiring Experience Managing Budgets (BGT):** At least one (1) year of full-time satisfactory experience in the preparation and administration of agency budgets including conducting complex economic research and studies.
17. **Selective Certification for Positions Requiring Experience Using Microsoft Excel (EXL):** At least one (1) year of full-time satisfactory experience using Microsoft Excel. This experience must include advanced knowledge of Excel, including but not limited to advanced functions (VLOOKUP, IF statements) and Pivot Tables.
18. **Selective Certification for Positions Requiring Experience Using SPSS (SPS):** At least one (1) year of full-time satisfactory experience analyzing data using SPSS to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis.
19. **Selective Certification for Positions Requiring Experience Using SAS (SAS):** At least one (1) year of full-time satisfactory experience analyzing data using SAS to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis.
20. **Selective Certification for Positions Requiring Experience Using R (EXR):** At least one (1) year of full-time satisfactory experience analyzing data using R to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis.
21. **Selective Certification for Positions Requiring Cost Price Analysis and Negotiation Experience (ANE):** At least six (6) months of full-time satisfactory experience with negotiating prices by analyzing proposers' costs including labor, material, and general & administrative expenses to achieve best in class pricing utilizing one or more of the following techniques: comparing prices to other proposers within a competitive procurement; comparing prices to existing contracts including citywide agreements for the same or similar services; reviewing proposers' program plans for process efficiencies, and/or utilizing information such as indices published by the Bureau of Labor Statistics.

22. **Selective Certification for Positions Requiring Background Check and Compliance Experience (BCC):** At least six (6) months of full-time satisfactory experience conducting background investigations and/or fact gathering regarding vendors and/or principal owners/officers of those entities utilizing one or more information technology applications such as Lexis Nexis; and drafting summaries of findings.
23. **Selective Certification for Positions Requiring Procurement Data Analysis Experience (PDA):** At least six (6) months of full-time satisfactory experience performing analytic reviews of contracts, procurements or fiscal data.
24. **Selective Certification for Positions Requiring Experience in Preparation of Procurement Awards for Public Hearings (PPH):** At least six (6) months of full-time satisfactory experience performing review and analysis of procurements to ensure contracts are fit for public presentation.
25. **Selective Certification for Positions Requiring Experience in Commodities, Health and Human Services Procurements (CHH):** At least six (6) months of full-time satisfactory experience performing writing, editing and analyzing contracts and procurements related to goods and services for public benefit.
26. **Selective Certification for Positions Requiring Request for Bids (RFB) and Request for Proposals (RFP) Development Experience (RFD):** At least six (6) months of full-time satisfactory experience working on the development of user specifications and service requirements.
27. **Selective Certification for Positions Requiring Minority/Women Owned Business Enterprises (M/WBE) Procurement, Vendor, Supplier or Supplier Assistance Experience (MWB):** At least six (6) months of full-time satisfactory experience working on contracts or related to efforts to increase contracting opportunities for Minority/Women Owned Business Enterprises ("M/WBEs").
28. **Selective Certification for Contract Writing Experience (QWR):** At least six (6) months of satisfactory full-time experience in the preparation of contracts, writing justification memos, negotiations and bids within a municipal government.
29. **Selective Certification for NYC Procurement Training Institute Certificate (PTI):** Possession of a valid NYC Procurement Training Institute certificate.
30. **Selective Certification for Mass Transportation Experience (MTI):** At least one (1) year of satisfactory full-time procurement experience in a large-scale organization that provides rail or bus transportation to the general public. This experience must include the procurement of materials that are used for the maintenance and repair of subways or buses, signals, tracks, stations, equipment in bus depots or train yards and other relevant equipment or facilities.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by email to: LMACustomerService@dcas.nyc.gov, or by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 12158; Procurement Analyst Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas